

**2018-2019  
Centralia College**

***Application Packet***



PACKET DUE ON APRIL 20 by NOON.



## 2018-19 ASCC Student Government Procedures

The Associated Students of Centralia College (ASCC) leadership development program provides opportunities for students to develop effective leadership, communication, and interpersonal skills. ASCC Student Government members serve as representatives of the student body and are dedicated to advocating for student needs, representing student interests to College Administration, and providing services and programming to enhance the CC student experience. All eligible students are encouraged to apply. No previous leadership experience is necessary.

Student Government applicants must be enrolled at Centralia College during the spring of 2018 and taking at least 10 college level credits and have received a 2.5 quarterly GPA for winter 2018 and have a cumulative 2.5 GPA or higher. This position requires 15 hours per week. Members of Student Government will be paid a stipend during fall 2018 of \$1,936, winter and spring quarter 2019 of \$2,021 and for training in the summer 2018.

In order to affirm your application and to meet requirements of the Student Government, it is necessary that you:

1. Complete the application packet to include: Application packet cover sheet, Intent to Abide Form, Eligibility and Academic Release, and petition. DUE APRIL 20 at NOON.
2. Answer three essay questions. Minimum of 350 words, maximum 500 for each question.
3. Secure two letters of recommendation from non-relatives. I would suggest faculty, employers, someone who can attest to your leadership abilities. DUE BEFORE YOUR INTERVIEW.

**RETURN APPLICATION TO THE STUDENT LIFE & INVOLVEMENT CENTER BY April 20, 2018 by Noon. Letters of recommendation must be received before your interview.**

### INTERVIEWS:

1. Interviews will begin on April 30 and continue until completed. Each applicant will be given a half hour. Be on time for your interview. Make an appointment when you return your application packet. **During the interview you will need to make a 5 minute presentation on an issue you believe student government should address; why this is important to students; how to address the issue, and possible solutions to the issue. Do your research and provide facts. The topics you cannot address is student involvement/apathy or parking.**

We are looking forward to meeting you. Please call if we can answer any of your questions. You can reach us at 360-623-8120.

Sincerely,  
Shelley K. Bannish  
Director of Student Life & Involvement  
shelley.bannish@centralia.edu



2018 – 2019 STUDENT GOVERNMENT APPLICATION PACKET COVER SHEET

Name, Student ID, Local/Cell Phone, Major, Email, CC Graduation Date, Cumulative GPA

Position(s) Applying For: Check all that apply: Job descriptions available at www.centralia.edu/ascc

- President, Vice President, Senator for Executive Affairs, Senator for Student Advocacy, Senator for Engagement

The ASCC Selection/Interview Committee aims to appoint the best person for each job. If you would like to have the option of being considered for a position even if you did not check it above, please indicate by checking "yes" below:

Yes, I would like to be considered for other positions No, I would not like to be considered for other positions.

APPLICATION PACKET CHECK LIST

- Cover letter, resume, letters of recommendations (2), Intention to Abide Form, Eligibility and Academic Information Release, Application Petition (85 signatures), Application, Essay questions answered

Please return your completed application packet to Shelley K. Bannish in the Student Life and Involvement Center, TransAlta Commons, Room 137 by Noon on April 20, 2018.



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### INTENT TO ABIDE FORM

I, \_\_\_\_\_, intend to be in school as a full-time student at least two (2) consecutive quarters (excluding summer quarter) immediately following the application quarter; currently have at least 2.5 cumulative G.P.A.; agree to schedule no other activity that would conflict with the regularly scheduled meeting time of the position for which I am applying.

I understand the possibility of penal action and/or disqualification should I fail to abide by the said provisions.

I certify that all the information provided on this application is accurate and true, and acknowledge that any misrepresentation and/or withholding of information may result in rejection of this application or may be considered just cause for discharge if discovered after employment begins. I also understand that incomplete applications may not be considered.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### ELIGIBILITY AND ACADEMIC INFORMATION RELEASE

Under the provisions of the Family Education Rights and Privacy Act of 1974, my signature gives permission to the Registrar's Office at Centralia College to release the academic information listed on the Application to the Director of the Student Life and Involvement Center. I understand my signature gives permission to the Student Life and Involvement Center to release academic information to the ASCC Selection/Interview Committee regarding my G.P.A. and status as a "currently enrolled and continuing student at Centralia College.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Selection Process:**

All eligible applicants will be contacted for an interview.

### Please Note:

- A Student Government member may **NOT** be employed anywhere else on campus during their term of office.
- When applying for this position, it should be taken into consideration that, barring unforeseen circumstances, you will be required to serve for one school year – that is, summer, fall, winter and spring quarters of the year you applied for employment.
- As with all other employed positions at Centralia College, all potential employees must submit to a background check before being approved to work. Negative history on a background check does not automatically disqualify you from employment.
- The position application is in this packet. In addition to the position descriptions, available on line, it is also important that you become familiar with the ASCC Constitution and Bylaws also available online at [www.centralia.edu/ascc](http://www.centralia.edu/ascc)

## **APPLICATION ARE DUE BY NOON ON APRIL 20**

### **Commitments as of 4/2/18 DATES WILL BE ADDED AS NEEDED:**

- Spring 2018
    - Meet with your counterpart and help with Spring Fest. TBD
    - ASCC Recognition Night – May 30, 2018 5:30 pm TAC 105
    - Graduation Reception – June 15, 2018
  - Summer Quarter 2018:
    - Training Overview and Introductions – August 20-Sept. 14, 2018
    - NACA East Student Government Institute – July 12-15, Ohio (**must be 18 yrs. old**)
- OR**
- NACA West Student Government Institute – July 19-22, Colorado (**must be 18 yrs. old**)
  - CUSP Student Leadership Conference – Olympia, WA (Sept 5-7)
- Monday, Sept., 17, 2018 Constitution Day and Welcome Back Day
  - Fall Quarter 2018:
    - WACTCSA / Legislative Academy – Olympia, WA (Nov 16 & 17, 2018)
  - Winter Quarter 2019:
    - WACTCSA / Student Advocacy Day– Olympia, WA (Jan 24, 2018)
  - Spring Quarter 2019:
    - Student Voice Academy – Tacoma, WA (May 3 & 4, 2018)

*Student leaders attend required commitments as part of their development. Expenses for travel to conferences and professional development opportunities (hotel, meals, registration, and transportation) are coordinated and paid by Student Life.*

Required Meetings (others committees may be assigned):

President: Institutional Effectiveness 1<sup>st</sup> Wednesday of the month from 2-4 pm  
Board of Trustees Meeting 2<sup>nd</sup> Thursday of the month 3 -5 pm

Vice President: Budget Review and Planning 2<sup>nd</sup> & 4<sup>th</sup> Mondays from 2-4 m  
Services and Activities Fee Budget Committee – TBA

Senator for

Executive Affairs: Instructional Council 1<sup>st</sup> and 3<sup>rd</sup> Mondays from 2-4 pm  
Foundation Board 2<sup>nd</sup> Wednesday of the month at 4:30 pm  
Technology Committee - TBA

Senator for

Student Advocacy: Diversity Committee 3<sup>rd</sup> Thursday of each month  
Student Policy Council 2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month 2-4 pm  
Sustainability Committee - TBA

Senator for

Student Engagement: Facilities Committee 1<sup>st</sup> Friday of the month 2-4 pm  
Inter Club Council once a month, date and TBA  
Student Activities Team - TBA

## Student Government Job Application Form

**This form is confidential. All fields must be filled in correctly and legibly. Fields that are not filled in or are illegible may delay or exclude the applicant from approval until rectified.**

Name – First \_\_\_\_\_ Last \_\_\_\_\_

SID # \_\_\_\_\_ Email \_\_\_\_\_

Address: \_\_\_\_\_

Phone Cell: \_\_\_\_\_ Phone Home: \_\_\_\_\_

How long have you attended Centralia College? \_\_\_\_\_ Major: \_\_\_\_\_

How many credits are you currently enrolled in? \_\_\_\_\_ Credits in Fall 2018 \_\_\_\_\_

Please list any campus or community activities you are involved with:

<b>Organization/Activity</b>	<b>Position</b>	<b>Dates</b>

Do you have any other commitments during the 2018-19 academic year?

Examples: off campus job, student athlete, clubs and organizations, etc. Please list all.

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Briefly describe your leadership experience:

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**Please grade yourself in the following area. Use the following scale:**

**O=Outstanding      E=Excellent      G=Good      A=Average      F=Fair**

\_\_\_\_ Attitude                      \_\_\_\_ Organizational Skills                      \_\_\_\_ Public Speaking  
\_\_\_\_ Self-Motivated                      \_\_\_\_ Team Oriented                      \_\_\_\_ Work Ethic  
\_\_\_\_ Time Management                      \_\_\_\_ Leadership                      \_\_\_\_ Computer Skills  
\_\_\_\_ Cultural Competency                      \_\_\_\_ Written Communications Skills  
\_\_\_\_ Interpersonal Communications

**Please answer the following questions:**

**Minimum of 350 words, maximum of 500 words for each question.**

What is the role of student government on a community college campus?

Describe how you would implement civic engagement and democracy at Centralia College.

What does diversity mean to you? Why is diversity important in your role on student government and on campus?